

Professional and Managerial Branch
Administrative Group
Development Services Series

DEPUTY DIRECTOR - BUILDING PERMITS & INSPECTIONS

08/05 (AIS)

General Purpose

Under general direction, as a department head, manage the City's technical and administrative functions to control building construction, plan review, inspection, and building code interpretation through subordinate managers and supervisors. Serve as the Building Official for the City.

Typical Duties

Plan, develop and organize programs for engineering review, field inspection and code enforcement of commercial and residential designs and construction, and related permit issuance and customer service. Involves: Formulate department-wide policies and strategies to ensure compliance with federal, state and local statutory mandates, and architectural and engineering standards such matters as building trades work, emergency management, environmental protection, fire prevention, flood control, housing safety, land grading and drainage, and zoning. Recommend operational adjustments to establish and modify methods to ensure the efficiency and effectiveness of City's development control functions. Evaluate, devise and implement short and long-range departmental goals, project priorities and resources allocations.

Coordinate and control department operations. Involves: Acquire and deploy personnel, materials or other resources and arrange to maintain equipment to balance workflow and ensure availability of services as needed. Represent the City's development control interests to the public and the media as necessary, to approve alternate materials and methods of code compliance, provide code interpretations, and resolve conflicts and complaints. Recommend, promote and implement related codes, variances, ordinances and amendments.

Direct department administration. Involves: Conduct cost-benefit, statistical or other analyses. Resolve problems associated with integration of processes with other City departments, other jurisdictions and regulatory agencies. Oversee permit processing software operation, including studying technological developments to enhance system for integrating related database and permits tracking through plan review and inspection. Review suggestions for program improvements and staffing changes to prepare consolidated annual budget. Participate in capital improvement planning by recommending new and modified equipment and monitoring expenditures of budget in accordance with established City financial policies and procedures.

Supervise supervisory and non-supervisory subordinate personnel as assigned. Involves: Determine and prepare work schedules, and expedite work flow. Assign duties, issue written and oral instructions and check work for exactness, neatness, and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Evaluate performance, coach, and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance and safe working practices. Maintain supervisor-subordinate harmony and resolve grievances. Interview and hire applicants Make staffing and job design changes and administer discipline, up to and including terminating employees. Resolve all customer complaints and act to improve customer service in the department through training of subordinate personnel, improvement of procedures, and implementation and execution of customer feedback systems.

Perform miscellaneous related managerial and professional duties as required. Involves: Accept requests for variances and forwarding to appropriate boards. As technical advisor, serve on committees and boards and make recommendations. Serve as executive secretary of the Building Board of Appeals and the Building Standards Commission. Coordinate activities of the department with other City departments.

Knowledge, Abilities and Skills

- Comprehensive knowledge of generally accepted civil, structural and architectural engineering principles and standards pertaining to building and subdivision plan review, construction and inspection.
- Comprehensive knowledge of planning, design, construction and scheduling involved in building and related site development projects.
- Comprehensive knowledge of building codes, ordinances and standards related to development, interpretation, revision and enforcement.
- Comprehensive knowledge of applicable Federal, State and local laws, ordinances, statues and regulations.
- Considerable knowledge of administrative, budgetary, personnel and project management, and standard fiscal

administration policies, practices and control.

- Good knowledge of public speaking, and public relations methods practices and procedures.
- Ability to interpret federal, state and City laws and regulations, building construction plans and specifications, subdivision development plans, building codes and municipal code.
- Ability to firmly and impartially exercise appointing officer authority and interpret, apply and explain rules, regulations, policies and procedures.
- Ability to communicate clearly and concisely, orally and in writing to prepare and present training, regulatory information dealing with long and short term budgets, building codes, ordinances and standards.
- Ability to establish and maintain effective working relationships with city employees, officials, vendors, contractors, regulatory and funding agencies and the public.
- Skill in safe operation and care of motor vehicle and personal computer or network work station and software.

Other Job Characteristics

- Occasional moving on uneven terrain, climbing ladders, bending, stooping, driving through city traffic, exposure to inclement weather or other adverse field conditions to inspect construction sites as necessary.
- Residency requirements within the City of El Paso city limits required by date of employment.
- Work extended hours, weekends and holidays as an executive reporting to the Director of Development Services.

Minimum Qualifications

Education and Experience: Equivalent to an accredited bachelor's degree in Urban Planning, Architecture, Engineering, Construction Administration or Management, or a related field, plus eight (8) years of professional administrative experience in architecture, engineering, building construction, planning, or building and zoning codes enforcement, including three (3) years of supervisory management of a related major division or organization.

Licenses and Certificates:

- Obtain valid Building Official Certification from the International Code Council within one (1) year of appointment.
- Valid Texas Class "C" Driver's License or equivalent license issued by another state.

Human Resources Director

Department Head